

Checking a School's Online Enrolment

With the new online enrolment process, we want to make sure that schools are offering SRE in the most effective and efficient manner. Checking our school's enrolment can have a significant impact on the numbers of students enrolled in our SRE classes, increasing the potential of lives touched by the message of God's love.

To check if the schools in your Parish have the SRE/SEE enrolment letter included in their OES, follow the instructions in this link: <https://www.youtube.com/watch?v=qm7whnQKWCA> or use the steps below.

1. Click on [online enrolment application](#)
2. Log in with your Service NSW account (that you used during COVID). You will be sent a 6-digit code to your mobile phone. There is also opportunity to log in with your email address.
3. Select **Start a blank application**
4. Choose the calendar year (at this stage we want to check for next year's enrolments, so choose the 2024 calendar year).
5. Select a school year – for our purposes, choose any year that is available at the school you are checking.
6. Type in an address that is close to the school so that the correct school will be displayed
7. Once the correct school is displayed, click the **Apply** button.
8. Click the **Proceed** button.
9. If there are 12 circles down the left side of the enrolment application, then the school has added SRE/SEE enrolment letter to their online application.
 - a. If 12 circles show, click on #11 **"Supplementary details"**. Check that the options and details at this school for SRE and SEE are correct and click on **"View curriculum"** to check that the link is working. If the link is not working, contact your coordinator at the school to request the link be added to the enrolment application - don't forget to let them know the curriculum link.
 - b. If only 11 circles show i.e. Supplementary details are not showing, please contact your school coordinator to request that this is displayed on the application form.
10. Use the back arrow tab and choose "Cancel" button to cancel your application.
11. If you have other schools to check, repeat steps 3-10.
12. You will receive an email from NSW Dept of Education reminding you to resume your application. Simply ignore.